“We Have to Do WHAT?!?”

Navigating SFUSD’s Systems for MOUs

September 17, 2015
It Takes a Community

• California still 48th-ish in US for education funding

• But San Francisco voters do fund our schools...

• ... and hundreds of community groups serve our students free of charge to SFUSD

• Some agencies provide services across many different school sites, for years

➢ We can’t and we don’t do it on our own!
Objectives for this Session

- Community partners understand the overall purpose and goals for MOUs
- Everyone understands the general process and procedures for completing (and/or updating) your MOU with SFUSD
- Fewer people need one-on-one help to fill out your MOU!
MOUs Serve Two Purposes...

• **Legal/Contractual:** Address liability issues, to manage and reduce risk to SFUSD

• **Programmatic:** Gather data to better manage partnerships, and align services with student & school needs
The Story We Don’t Want to Tell
Navigating the MOU Process

• Who needs a *Memorandum of Understanding*?
  ✓ **All groups** serving students [free of charge to SFUSD](#)
    (An agency that’s [paid by SFUSD](#) [has a contract](#))

• MOUs may be for up to [two years](#) (fy 2015-2017)

• MOU info easier to find & forms [filled out online](#)

• **Building report functions from MOU database**
SFUSD MOU Database

What Forms Do I Need?

Information about Completing a Memorandum of Understanding (MOU)

Please contact SFUSD's Real Estate office for a facility use permit:

http://www.sfusd.edu/rentingfacilities

For questions about SFUSD procedures, please contact SFUSD's Office of Family & Community Engagement:

Email: partnerships@sfusd.edu

The 2015-16 MOU is now live! Please log in and complete your MOUs at your earliest convenience by selecting the "MOU Forms 2015-16" tab on the left menu.

You can call the Cityspan Help Desk at 1-866-469-6884 with any questions you may have.
Getting Started

SFUSD MOU Database

AGENCY INFORMATION

Sample
Mailing Address (include suite, floor #, etc.)
220 Middlefield Drive
City
San Francisco
State
California
Zip
94132
Primary Contact First Name
Sharon
Who Signs the MOUs?

It depends:

- Services for just one school, or multiple sites?
- What kind of services or program...?
- After school, or during the school day?
- Focused on specific grade levels?

It matters because...
# SFUSD Contacts & Signers

## Notice to the District

**District/site**
The school site or central district office you are in communication with regarding the services you're providing for this MOU.

**Head of Site/Department**
The school's principal, or head of the central district office, related to this MOU.

**Contact**
The name of your contact person for this MOU, if not the principal or department head.

<table>
<thead>
<tr>
<th>District Site/Department</th>
<th>Head of Site/Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Health Programs</td>
<td>Kim Coates</td>
<td>Executive Director</td>
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</table>

<table>
<thead>
<tr>
<th>Contact First Name</th>
<th>Contact Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim</td>
<td>Levine</td>
</tr>
</tbody>
</table>

**Street Address**

1515 Quintara

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td>San Francisco</td>
<td>CA</td>
<td>94116</td>
</tr>
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<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(415) 242-6215</td>
<td></td>
<td><a href="mailto:leviniek@sfusd.edu">leviniek@sfusd.edu</a></td>
</tr>
</tbody>
</table>
What’s (Still) Not New

• Need to **print three hard copies** of the form

• Need original signatures **in blue ink** in **two places** on each copy of the MOU
MOU Approval Process

• Family & Community Engagement and Contracts offices:
  – Review MOU to ensure it’s filled out correctly
  – Submit MOU to Board of Education (‘B Reso’)
  – Review certificates of insurance
  – Secure signatures from Superintendent’s Cabinet and Legal Department

• Normally takes 3-4 weeks
Top Five Reasons for MOU Delays

1. Missing or incorrect insurance certificates
2. Missing signatures of the agency's authorized signer or SFUSD administrator
3. Inadequate program description
4. Agency name on MOU doesn't match the agency name on the insurance certificates
5. TB clearance for staff/volunteers has expired
Updating an Existing MOU

- Amend an MOU to add new staff, update CBC/TB information or add new schools
- Check with SFUSD contact if you want to add or change schools to serve
- Unlock the original MOU (2014-15 tab!)
- Update/amend the information
- Print – sign – send to us
What About Facility Permits?

• Any program or event using facility outside the regular school day needs a permit

• Permits also filled out online

• Updated permit fees structures

• Permit fees recover specific, real costs:
  – Facility costs (*utilities, maintenance & furnishings*)
  – Staffing use (*custodians, security & other staff*)
Online Permit Applications!

SFUSD Facilities Reservation System

This system will allow you to draft an application to reserve SFUSD facilities. The system will estimate the cost of this reservation, and create an application for you to print. Before you fill out the application, please contact the school or the site to make sure the facilities you want to use are available, and to schedule use of that space.

Sign In or Create an Account

The Facilities Use Permit application describes the expectations and responsibilities of the Applicant/Permittee and San Francisco Unified School District ("District" or "SFUSD"). Please be sure to read the full Terms and Agreements carefully before you sign and submit this permit application to the District for approval.

Frequently Asked Questions
What is required to rent a school facility?

Read the FAQ

Terms and Conditions
Read these official rules before you get started.

Learn More

Insurance
All reservations require insurance.

Insurance
Easy to Find Forms, FAQs & Resources

www.sfusd.edu

under the Community tab

and Partnering with SFUSD pages

in the left-hand menu
Click the **Community** tab...
...or *Partnering with SFUSD*
Getting Help

Office of Family & Community Engagement:
  – Partnerships@sfusd.edu or call (415) 241-6185

• Weekly office hours at 555 Franklin St.:
  – Tuesdays: 1-3pm
  – Wednesdays: 9-11am
  – Thursdays: 3-5pm
  – Other times by appointment

Real Estate Office: (415) 241-6090